

9 November 1988

2/4
PE
Sgt Baffano

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:
Acting Director of Logistics

25X1 SUBJECT: Report of Significant Logistics Activities for
the Period Ending 8 November 1988

- 25X1 1. Events of Major Interest That Have Occurred During the
Preceding Week:

S E C R E T

S E C R E T

25X1

25X1

25X1

25X1

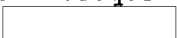
* h. On 7 November 1988, at the request of the Office of Current Production and Analytical Support, the Printing and Photography Group, OL, began printing 22 copies of the President-Elect Transition Papers, which will be completed on 9 November 1988.

i. At the request of the Office of Current Production and Analytical Support, the Printing and Photography Group, OL, produced two sets of "Eyes Only" briefing materials to be used at an upcoming briefing for the Commander of the Strategic Air Command. This project involved 109 vugraphs and 78 color prints to be produced on a priority basis.



S E C R E T

25X1



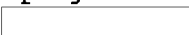
1. On 2 November, the Contracts Branch, Facilities Management Group, OL, issued a firm-fixed-price contract in the amount of \$89,664 to Kleen All of America, Incorporated, to remove asbestos from the B/C corridors and steam room in the Original Headquarters Building in support of the Headquarters Backfill Program. 

25X1

m. OL has allocated an additional 3,000 square feet of space on the 4th floor of the North Tower of the New Headquarters Building to the Office of Information Technology (OIT) to meet its requirement to house 66 people on a temporary basis. With this additional space, OIT will occupy approximately  square feet of space on that floor. OIT has agreed to occupy the space without any permanent construction to avoid causing delays in their scheduled move from the Original Headquarters Building. 

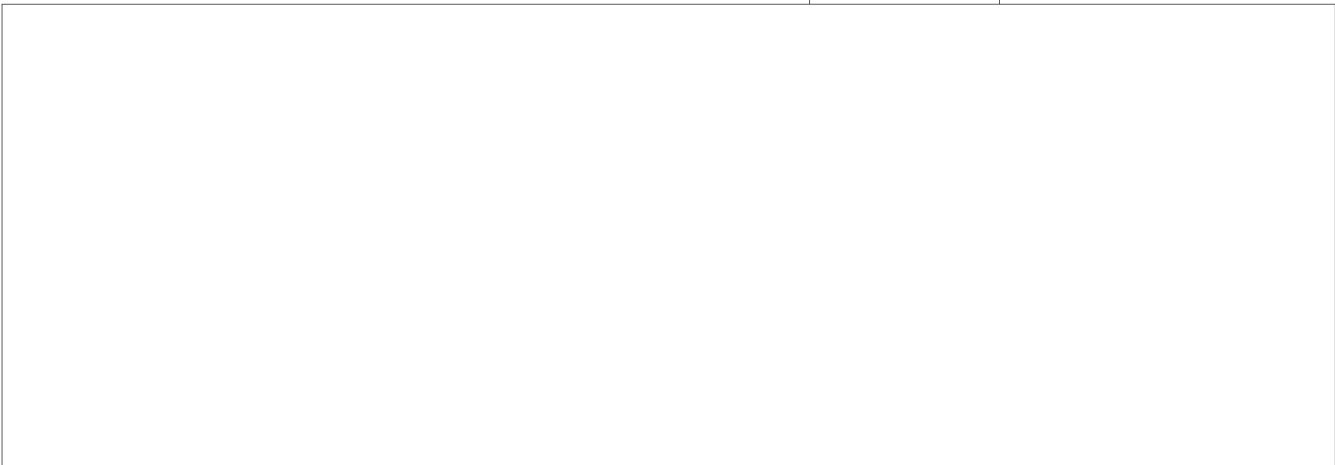
25X1


25X1

* n. During this reporting period, OL is filling hollow partition walls in the Inspector General's office area with blown insulation in an effort to provide sound-proofing in the New Headquarters Building. The sound level transmission will be measured both with and without the insulation, and if the results are satisfactory, the process will be implemented elsewhere in response to component requests. The final testing will take place during the week of 14 November. The estimated cost of this project is approximately \$2,000, which equates to \$1.25 per square foot. 

25X1

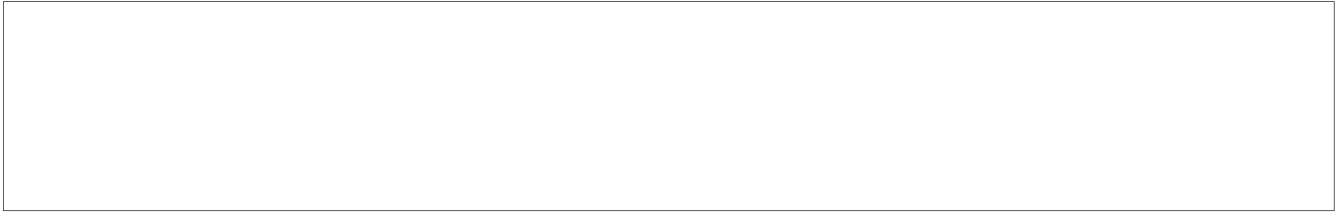
25X1



q. OL reports that during the week of 14 November, contractors will be performing maintenance work on passenger elevators 3, 4, 7, 8, 13, and 16 in the Original Headquarters Building. Only one elevator in a bank will be out of service at a time. A formal notice will be issued. 

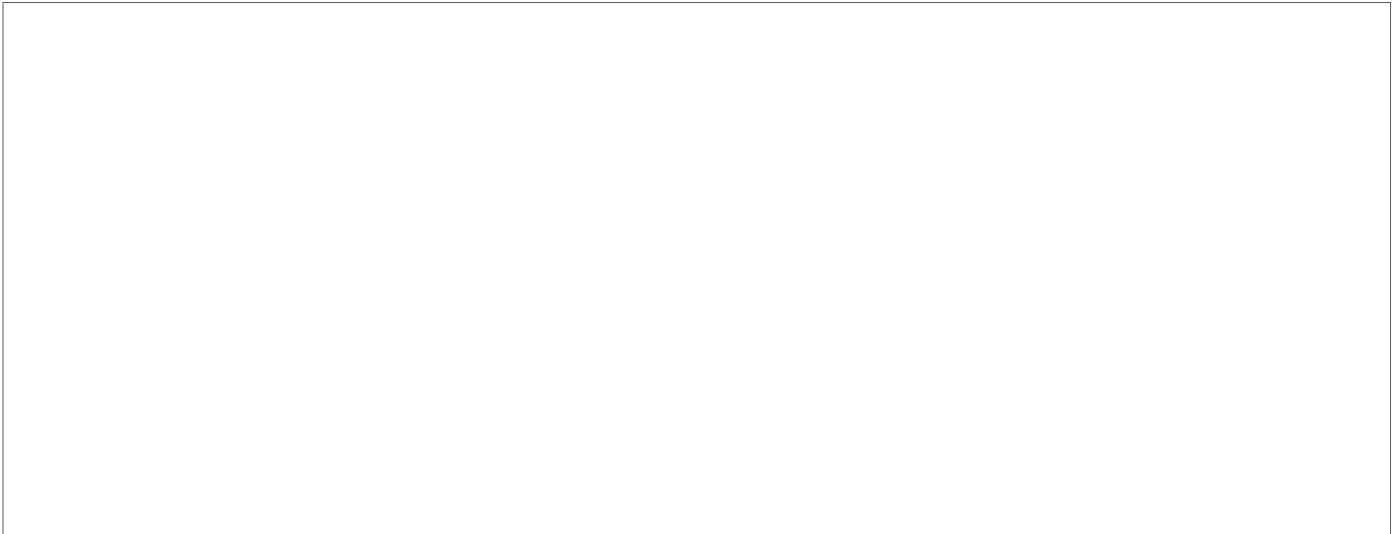
25X1

25X1

A large rectangular box that has been redacted, leaving it empty.

2. Significant Events Anticipated During the Coming Week:

25X1

A large rectangular box that has been redacted, leaving it empty.